

**Council Meeting: February 12, 2008**

SUBJECT: Consider Selection of a Developer for the Development of Affordable Senior Housing at 660 S. Fair Oaks

REPORT IN BRIEF

Negotiations with the County of Santa Clara to obtain a ground lease at 660 S. Fair Oaks Avenue (County Clinic site) to allow the development of affordable senior housing are continuing. Since many site-related issues are under discussion, it was determined that participation of a selected developer in the negotiations would be most beneficial to the process. The City received proposals from three non-profit housing developers in response to a Request for Proposals. Staff recommends that Council select Mid-Peninsula Housing Coalition, as the developer of the site and instruct the City Manager to prepare a Memorandum of Understanding for City Council approval for the future development of the site.

BACKGROUND

In 1991, representatives from both the City and various non-profits had approached the County of Santa Clara to determine if a senior-housing complex could be developed on a parcel located at the Fair Oaks County Clinic site, at Fair Oaks and Garland near El Camino, in conjunction with an expanded County medical clinic. The parcel had been identified as surplus property and the intent was to follow procedures in the County's real estate disposition process. Rather than attempting to gain site control through this competitive process, it was anticipated that the City would act as intermediary to help a non-profit purchase (or lease) the property to develop the housing project.

The original scope of the project was to develop the site into affordable senior housing and to replace the 30-year-old clinic building with a similar sized facility more responsive to the growing needs of the County. Ultimately, the County began to place great emphasis on the development of a larger, more expansive clinic, and a 41,000 square foot clinic is now under construction and nearing completion.

On September 9, 2003, the City sent a letter to the County supporting the ongoing efforts to develop affordable senior housing at the Fair Oaks site. The

County Board of Supervisors approved a feasibility study to include housing at the site. However, the County focus at that time had clearly shifted to the expansion of the clinic as their primary concern.

On August 9, 2005 **(RTC-05-266)**, Council adopted a resolution vacating a portion of Garland Avenue to assist the County to maximize the number of parking spaces on the site for the clinic expansion. Council action included that a communication be made to the County Board of Supervisors that the City strongly supported joint use of the site for affordable senior citizen housing.

The County proceeded with the design and construction of the clinic project with the intent of considering the development of the housing later. So that the proposed housing might be developed, the site plan of the clinic did not preclude the location of housing at the site.

The City and the County continued to collaborate and maintain an open dialogue on housing and other project site issues. During 2006 and 2007, discussion continued related to various strategies for the inclusion of housing at the site, and the appraised "air rights" value of the site.

By September 2007, staff determined that since negotiations with the County had progressed and now included many site related issues, that the participation of a selected developer would be most beneficial to the process. At a closed session on October 16, 2007, staff provided Council with an update on the discussions with the County related to obtaining a ground lease for the site and, at that time, Council authorized proceeding with negotiations.

Staff issued a Request For Proposal (RFP) on November 8, 2007, **(Attachment A – Request for Proposal)** to solicit a non-profit housing developer to build and manage an affordable senior rental project on land proposed to be leased from the County adjacent to the new Santa Clara Valley Medical Clinic . The RFP was distributed through posting on the City's website, advertising in the Sunnyvale Sun and San Jose Mercury News, and mailed to all non-profit housing developers with projects in Sunnyvale, and to all agencies on the city's non-profit developers list.

The RFP announced that the City was offering an opportunity to develop the site located adjacent to the Valley Health Center-Fair Oaks (County Clinic) at 660 S. Fair Oaks Avenue. It was conveyed that the County is the current fee owner of the site which is approximately 2.76 acres; that a new Clinic is being built on approximately 1 acre, and that there is an approximate .393 acre emergency vehicle access bisecting the site. It was further indicated that the City was negotiating a lease agreement with the County that would allow approximately 58,675 square feet to be used for affordable housing and structured Clinic parking.

The City received three proposals from developers which included: Charities Housing, a California non-profit corporation (CH); Mid-Peninsula Housing Coalition, a California non-profit corporation (MPHC); and Christian Church Homes, a California limited liability company (CCH). Each of these agencies own and manage affordable housing projects in Sunnyvale. During November the City conducted interviews with the senior staff of these agencies. The interview panel was composed of Community Development Department staff and a member of the County of Santa Clara, Office of Affordable Housing staff.

This report provides the Council with staff's recommendation for selection of a developer to construct a senior housing project on the County site. The recommendation is based on a review of the submitted proposals and a panel interview with all three firms.

EXISTING POLICY

The Consolidated Plan places a priority on maintaining and increasing the inventory of affordable rental housing for families. The City's Housing and Community Revitalization Sub-Element contains two goals related to affordable housing in the community:

Goal E: Maintain and increase housing units affordable to households of all income levels and ages.

Goal F: Improve Housing conditions for people with special needs.
Assist new housing development and housing support services for the elderly.

The Community Development Strategy goal of Housing Affordability:
To actively promote the provision and protection of housing this is affordable to households of low and middle income.

DISCUSSION

As the future lessee, the City is offering to provide an assignment of a ground lease to a developer who will build the maximum number of housing units for very low income seniors and in addition will provide at least 215 parking spaces for the Clinic. The City intends to assume the costs of a ground lease for the development which will include the cost to construct a garage to serve the clinic. The City does not intend to provide additional funding for development of the housing. The RFP instructed the proposers to assume that no additional City funds would be available for development of the site.

The evaluation of the proposals and the interviews considered the following criteria: qualifications and experience of each developer in successfully developing and managing similar affordable senior housing projects; demonstrated ability to work cooperatively with City staff and public agencies; demonstrated ability to create a high quality housing project; financial stability of the agency based on independent audit reports, reserves, and past performance; past success in leveraging other funding sources for similar

senior housing projects; financial feasibility of the proposal with City funding restricted to the construction of the structured parking; a unit count meeting or exceeding the threshold requirement; and the evidence and likelihood of obtaining funding sources necessary for this project.

All three agencies submitted proposals that met the initial criteria of creating 80 to 120 units of senior housing with no additional financial subsidy. However, MPHC has proposed 124 units, while CCH proposed 100 units and CH proposed 80 units. Both MPHC and CCH have extensive experience developing, financing and managing senior housing projects. CCH currently owns and manages 5,300 units, MPHC owns 1,393 units of senior housing. CH has not previously developed, owned and managed a senior housing project.

Financing of senior housing differs from other affordable housing development. In most instances, it requires funding by HUD's Section 811 Program along with tax credit and other layered funding sources. HUD 811 funding is highly competitive and fund awards are limited geographically. CCH has an extremely successful track record obtaining these scarce funds, and MPHC has also been successful in obtaining this financing. CH has had no prior track record obtaining these specialized funds. In terms of services, both CCH and MPHC were able to provide detailed information on the services they currently provide to senior residents in their properties. Both explained their focus on providing the services that are needed to allow their residents to "age gracefully in place".

A critical aspect of ensuring the timely development of any project and the likelihood that it will go forward is obtaining the financing that will allow for construction to proceed. MPHC's proposal included certification by the Housing Authority of the County of Santa Clara that it had received an allocation of 120 Project Based Section 8 vouchers (PBV) (**Attachment B – Conditional Award Announcement**) for extremely low income senior residents (at or below 30% of area median income). This is a unique opportunity for the development of senior housing, and it should be noted that the Santa Clara County Housing Authority rarely offers these vouchers. It is unlikely that another allocation for senior housing projects will be available in the foreseeable future. The importance of the project-based voucher allocation is that the revenue generated due to the guaranteed rental revenue by HUD allows the property to support a larger permanent loan. Vouchers provide a subsidized rental income from HUD at near market rate rents, while tenants pay only 30% of their income towards these rents. Thus the property is able to support repayment of great debt than would be possible if revenues were limited to rental amounts that were affordable to extremely low income residents.

The allocation of project based Section 8 vouchers allows MPHC to offer the largest number of units to the lowest income category, and it also creates a unique, simplified financing structure opportunity. The revenue generated by

the rental vouchers will allow the agency to obtain a larger permanent conventional loan. MPHC is proposing to develop the project with only tax credits and a permanent loan. Compared to other RFP responses, the MPHC financing structure provides higher certainty of the timely development of the project since it eliminates the need to rely on scarce governmental funding and programs that are subject to ever changing subsidy amounts, regulations, and timelines.

MPHC has had a successful 33-year relationship with the City of Sunnyvale, and has earned a reputation as one of Northern California's leading nonprofit developers of affordable rental housing. MPHC has extensive experience in the development and management of affordable housing, both new construction and rehabilitation projects. MPHC has developed more than 6,000 affordable units in seven Northern California counties and has won numerous awards for its well-built and well-managed properties. MPHC owns and manages 578 affordable rental housing units in six properties in Sunnyvale which include: Moulton Plaza, an award winning 66-unit affordable rental housing project that opened in June 2006; Homestead Park, a 211-unit affordable family rental and senior housing project purchased to preserve affordability by MPHC in 2001; Aster Court, a 95-unit affordable family rental and senior housing project; Morse Court, a 35-unit affordable family rental housing project; Crescent Terrace, a 49-unit affordable senior rental housing project; and the Carroll Inn, a 121-unit single room occupancy, affordable housing project. **(Attachment C – MPHC Affordable Housing Projects in Sunnyvale)**

Of its total property portfolio, MPHC owns and operates 19 affordable senior housing projects containing 1,393 rental units. These include two projects containing 190 units currently under construction in Mountain View and Milpitas. **(Attachment D – MPHC Affordable Senior Housing Projects)**

In February 2007, MPHC purchased an adjoining property located at 662 Garland Avenue for \$3.175 million, and contributed over \$1 million of its funds to complete the purchase. Council approved a loan of \$2.1 million towards the purchase of the property on January 9 2007, **(RTC-070-10)**. The complex, which was built in 1963, consists of two, 2-story buildings containing a total of 11 one-bedroom, 7 two-bedroom, and 2 three-bedroom apartments.

The above MPHC property is strategically located adjacent to the subject County site. The property is located directly behind the County site, at the intersection of Garland and Grand Fir, and shares a common lot line with the County site. **(Attachment E – Aerial View of Site)**. The additional land assemblage at this location provides a unique opportunity, to create either a larger affordable senior rental housing project or a mixed housing project with the potential of shared common facilities. Because of the prime location and

the rare opportunity for a larger project, MPHC successfully applied for and was awarded 120 project based rental vouchers.

In summary, staff found that all three affordable housing developers provided good qualifications to develop the County site for affordable senior housing, but found that MPHC was the strongest proposal for the following combined reasons:

- 1) Successful experience in developing, maintaining and managing affordable senior housing projects;
- 2) Proven track record in working successfully with public agencies in the timely development of sizable affordable housing projects;
- 3) Evidence of substantial financing for the project through the granting of Project Based Section 8 Vouchers from the Housing Authority of Santa Clara County; this will provide greater certainty and timeliness in obtaining full project financing and will allow MPHC to offer a large number of units to very low income seniors; and
- 4) Unique opportunity to create a larger project because of ownership by MPHC of the adjacent 662 Garland Avenue property.

Upon selection of the developer, staff will draft a Memorandum of Understanding (MOU) for City Council approval. In general, the MOU will outline the actions and expectations of both parties during the pre-development phase for the housing project. The MOU will grant the developer the exclusive right to negotiate a long-term lease with the City for development and management of the senior housing project. The MOU will also identify project management and financial contributions necessary by the developer during the term of the MOU. The early involvement of the developer will assist in the on-going negotiations between the City and County on a lease agreement. The MOU would clarify that the City would have no obligation to enter into a lease agreement with the developer if an agreement with the County cannot be executed.

FISCAL IMPACT

Authorization of the MOU would not have a fiscal impact on the City other than staff costs to prepare the MOU. It is expected that the developer would incur all pre-development costs during the MOU period, but this would be confirmed in the negotiations. Any future costs related to the ground lease or parking garage construction would be provided by the Housing Mitigation Sub-Fund which was created to support the provision of affordable housing within the City.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web

site; and making the report available at the Library and the Office of the City Clerk.

ALTERNATIVES

1. Select Mid-Peninsula Housing Coalition as the developer and authorize the City Manager to prepare a Memorandum of Understanding for City Council approval for development of an affordable senior housing project at the County Clinic site at 660 S. Fair Oaks Avenue.

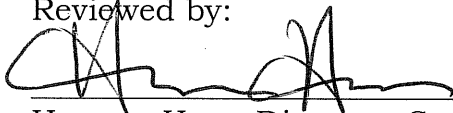
2. Take no action.

RECOMMENDATION

Alternative one.

Staff recommends that Council select Mid-Peninsula Housing Coalition as the developer of an affordable senior housing project at 660 S. Fair Oaks Avenue and authorize the City Manager to enter into a Memorandum of Understanding to allow for the future development of the site.

Reviewed by:



Hanson Hom, Director, Community Development Department
Prepared by: Annabel Yurutucu, Housing Consultant

Approved by:



Amy Chan
City Manager

Attachments

- A. Request for Proposals
- B. Conditional Award Announcement dated September 4, 2007 from the Housing Authority of the County of Santa Clara
- C. Affordable Housing Projects in Sunnyvale-MPHC
- D. Affordable Senior Housing Projects-MPHC
- E. Aerial View of Sites (660 S. Fair Oaks and 662 Garland)

ATTACHMENT A

REQUEST FOR PROPOSALS

**CITY OF SUNNYVALE
REQUEST FOR PROPOSALS**

From Affordable Housing Developers

for the Fair Oaks and Garland Housing Project

The City of Sunnyvale Community Development Department invites proposals from affordable housing developers to build and manage an affordable senior rental project on land proposed to be leased from the County adjacent to the new Santa Clara Valley Medical Clinic located at 660 S. Fair Oaks in Sunnyvale.

This Request for Proposals (RFP) document is available on the Internet at <http://www.sunnyvale.ca.gov/Departments/Community+Development/Housing+Division> and describes the development opportunity and the process that will be used to select a private not-for-profit developer.

Proposal Due Date:

On or before November 20, 2007

No later than 4:00 P.M.

Housing Division

456 West Olive Avenue

Sunnyvale, CA 94088-3707

Phone: (408) 730-7451

Contact: Katrina L. Ardina

kardina@ci.sunnyvale.ca.us

City of Sunnyvale

Community Development Department

Fair Oaks and Garland Senior Development
Request for Proposals

The City of Sunnyvale Community Development Department invites proposals from affordable housing developers to build and manage an affordable senior rental project on land proposed to be leased from the County adjacent to the new Santa Clara Valley Medical Clinic located at 660 S. Fair Oaks in Sunnyvale.

The City of Sunnyvale (City) is pleased to offer the opportunity to develop the site located adjacent to the Valley Health Center-Fair Oaks (County Clinic) at 660 S. Fair Oaks Avenue. This Request for Proposals (RFP) document describes the development opportunity and the process that will be used to select a private not-for-profit developer.

Property Ownership/City Funding

The County is the current fee owner of the site which is approximately 2.76 acres. A new Clinic is being built on approximately 1 acre, and there is an approximate .393 acre emergency vehicle access bisecting the site. See *Exhibit A* for a site map with approximate dimensions. The City is currently negotiating a leasehold interest with the County that will allow approximately 58,675 square feet to be used for affordable housing and structured Clinic parking. See *Exhibit A* for the proposed location of the garage and senior affordable housing.

As lessee, the City is offering to provide a subordinated ground lease to a developer that will build the maximum number of units and the deepest affordability and provide at least 215 parking spaces for the Clinic. The City intends to prepay the costs of a ground lease for the development which will be equal to the cost of the construction of the garage to serve the clinic but does not provide additional funding for the development of the housing. Assume no additional funds will be available from the County of Santa Clara.

Development Requirements

Total Units: No less than 80 units.

Targeted Uses: Senior affordable housing community that is age and income restricted. A Senior household means a household where 1) one member of the family is 55 years of age or older and 80% of the entire complex must be 55 years of age or older (no exception is made for disabled persons under the age of 55 unless another member of the household is 55); or 2) All members of the household are 62 years of age or older without exception.

Income Targeting: The City would like to have as many units as possible serve Extremely Low Income households (30% Area Median Income). The remainder of the units will be available to Very Low Income households (not exceeding 50% Area Median Income).

Structured Parking: Provide at least 215 structured parking spaces for use by the County Clinic. Additional podium parking will be required for the senior affordable housing community.

Selection Criteria

Firms will be positively evaluated based on the following criteria:

- Qualifications and experience of development team;

- Demonstrated ability to work cooperatively with public agencies and the City of Sunnyvale staff;
- Demonstrated ability to create a high quality housing project, especially in Sunnyvale;
- Financial stability of the agency based on independent audit reports, reserves, and past performance;
- Successful management history for similar affordable family housing developments, especially in Sunnyvale;
- Past success in leveraging other funding sources;
- Feasibility of the project based on the pro forma and with a City subsidy no greater than \$5.0 million restricted to the construction of the structured parking, and including realistic construction estimates;
- Evidence and likelihood of obtaining funding sources necessary for this project;
- Maximum public benefit: higher percentage of Extremely Low Income households beyond development requirements;
- Unit count in excess of the threshold requirement;
- Timeline for the start of construction of the structured parking and for construction of the housing.

CONTENTS OF PROPOSALS

Organizational Profile

1. Legal name of the not-for-profit institution requesting use of the parcel located at 660 S. Fair Oaks Avenue, Sunnyvale, CA and further described on *Exhibit A*.
2. Complete address and telephone number of applicant.
3. Name and title and email address of contact person.
4. A description of the organization, year founded and brief history, major accomplishments and organizational goals.
5. A listing of all principals in the organization and any proposed on-site program managers who would participate in management activities of any proposed program. Provide appropriate credentials, as well as a description of previous related experience.
6. An organizational chart for the organization and a roster of the current Board of Directors.
7. A copy of current By-laws and Articles of Incorporation, as appropriate.

Proposed Program

1. A conceptual description of the proposed project and the supportive services that will be offered to the residents.

2. Indicate what land use and zoning requirements or entitlements are anticipated as necessary in order to implement the proposed project/program at the site.

Organizational Capacity

Provide evidence that the management team is capable of successfully developing and operating the proposed project.

1. A general description of past performance and experience implementing similar projects and programs to those proposed.

2. A list of all senior affordable housing properties owned or managed by the applicant including:

- Development name, address, number of units, and contact information of on-site manager;
- Photos demonstrating exterior and interior physical condition of buildings;
- Supportive services provided at each site;
- Years managed/owned;
- Audited financial statements for last two years on each site.

5. Fully detailed and audited financial statement of the last two years (including copies of tax returns for the last two fiscal years) of the organization's assets/reserves, liability, balances, make-up of current assets accounts receivable, balance of revenues and expenses and net worth. A full disclosure of whether any of the organization's officers, principals or partners has declared bankruptcy in the last five (5) years.

6. A minimum of five (5) business references including names, addresses, telephone numbers and the nature and magnitude of the business association in each instance. These references must be persons or firms with whom you have transacted business during the past five (5) years.

7. A minimum of five (5) financial references including names, addresses and telephone numbers in each instance. It is required that two (2) of the five (5) references be banks or savings and loan institutions; also indicate the type of relationship.

Financial Plan

Information in this section will not be released to the public without the written consent of the applicant. Prepare a financial plan of the property and/or program which shall include the following:

1. A development pro-forma that identifies estimated costs associated with ensuring buildings and property that can be used for the proposed program. These costs shall include the cost of any needed construction to comply with local building codes and ADA requirements. The costs of any proposed improvements and costs associated with securing needed utility services. Soft costs such as architectural/engineering services, survey work, title services, legal services and

government permit fees shall be identified. In addition, any financing cost for said improvements shall be identified. All assumptions are to be explicitly stated including construction inflation for one year and parking ratios. The source for construction cost assumptions should be explained.

2. A fifteen (15) year projected operating cash-flow analysis for the project/program which shall include: annual gross income (with sources of all income and revenue producing operations for the program identified), a complete breakdown of expenses (including, as applicable, vacancy costs, utility costs, maintenance costs, management fees, security costs, capital and operating reserves, salaries and benefits, insurance real estate taxes, other expenses (postage, collections, training, supplies, etc.), net operating income before debt service and depreciation; and net operating income after debt service and depreciation.

3. Provide a detailed statement of the sources of anticipated funding to establish the program operations. In particular, describe the likelihood of success in obtaining proposed sources of funding. The sole city contribution will only be the prepaid lease/cost of County parking structure.

Submissions of Qualifications

To be considered for the project, respondents must submit a complete response to this Request for Proposals. Three copies of your proposal and related information must be received by the City by Tuesday, November 20, 2007 by 4 P.M. Proposals received after this date and time, regardless of the postmark date, will not be considered. Proposals submitted by fax or email will not be accepted. Please submit proposals by mail or delivery as follows:

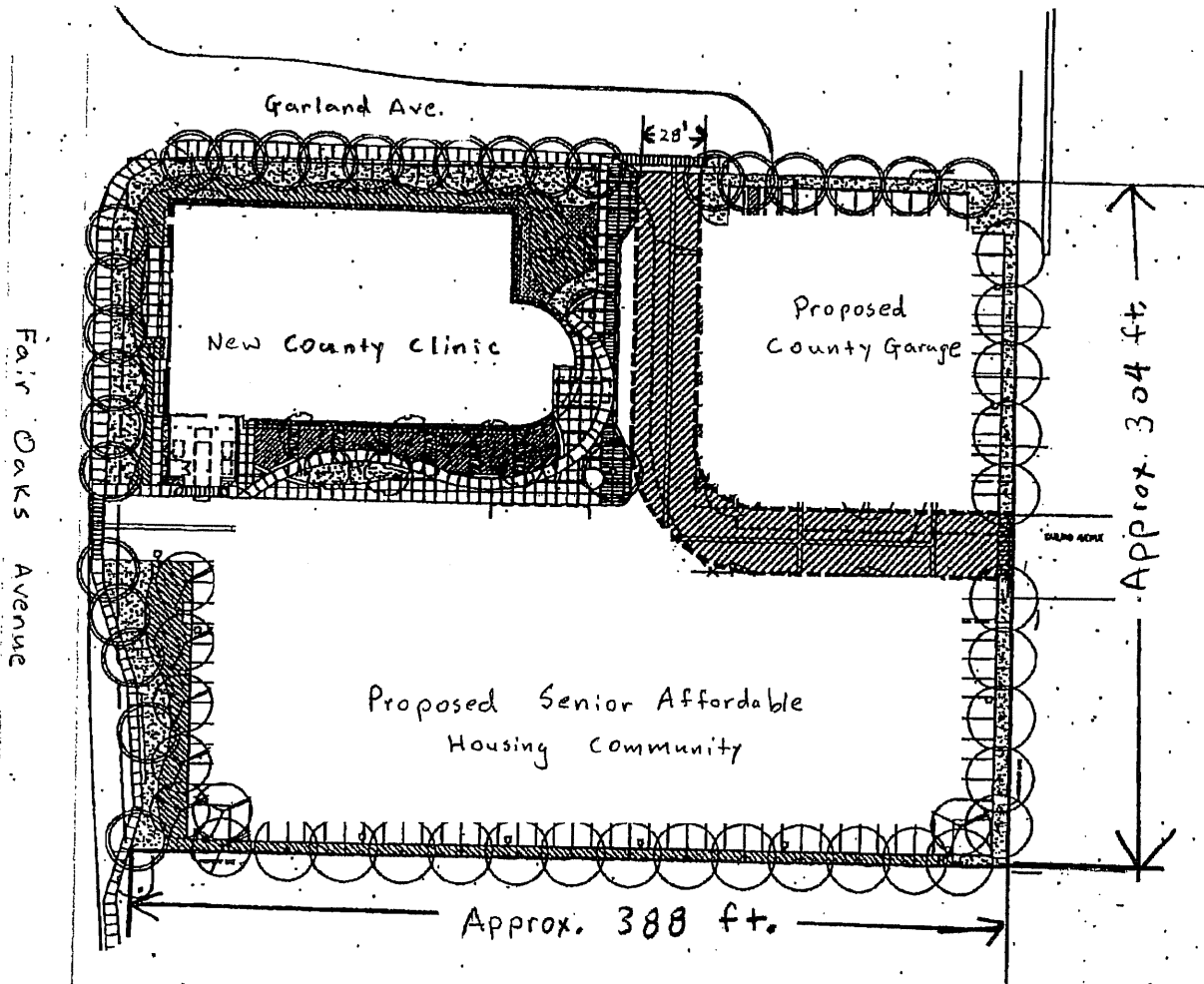
Annabel Yurutucu, Housing Officer
Community Development Department
City of Sunnyvale
456 W. Olive Ave
Sunnyvale, CA 94086

The City, following a review of the initial submission, may request additional information and schedule interviews with selected proposers on November 30, 2007. For questions regarding this Request for Proposal, please contact Annabel Yurutucu, Housing Officer at (408) 730-7698 or Katrina Ardina, Housing Programs Specialist at (408) 730-7451.

The City may, at its option, reject all proposals, re-advertise the Request for Proposal or cancel the Request for Proposal.

Exhibit A

660 S. Fair Oaks Avenue



ATTACHMENT B

**CONDITIONAL AWARD
ANNOUNCEMENT DATED
SEPTEMBER 4, 2007 FROM THE
HOUSING AUTHORITY OF THE
COUNTY OF SANTA CLARA**



HOUSING AUTHORITY
OF THE COUNTY OF SANTA CLARA

September 4, 2007

Alok Lathi
Mid-Peninsula Housing Coalition
303 Vintage Park Drive, Suite 250
Foster City, CA 94404

RE: Project-Based Voucher Program 2007 - Conditional Award Announcement

Dear Mr. Lathi:

The Housing Authority of the County of Santa Clara is pleased to announce conditional awards for the 2007 Project-Based Voucher Program. Your application for SUNNYVALE SENIOR HOUSING APARTMENTS received a score of 95 points and has therefore been selected to receive 120 Project-Based Vouchers as requested in your application.

This award of Project-Based Assistance is conditional until the following additional reviews have been completed as required by PBV regulations:

1. Environmental Review/Clearance, to be conducted by the unit of general government within which the project is located that exercises land use responsibility (see 24 CFR Part 983.58 and 24 CFR Part 58). Please complete the attached Environmental Review Status form and return it to me by September 21, 2007.
2. Rent Survey to establish initial contract rent, to be conducted by the Housing Authority (see 24 CFR Part 983.303). Please complete the attached Rent Survey Data form and return it to me by September 21, 2007.
3. Subsidy Layering Review, to be conducted by HUD (see 24 CFR Part 983.55). Please compile the documents listed on the Subsidy Layering Review Checklist (please use a binder, tab dividers and title sheets) and forward them to me as soon as all documents have been obtained.

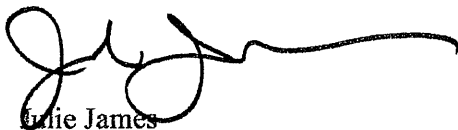
Alok Lathi
Mid-Peninsula Housing Coalition
September 4, 2007
Page 2

After these reviews are completed and approved, you will be asked to sign the Agreement to Enter Into Housing Assistance Payments Contract (AHAP). Please note that construction cannot start until the Agreement is executed.

If you have any questions, please contact Julie James at (408) 993-2993. My fax number is (408) 715-6823.

Sincerely,

HOUSING AUTHORITY OF THE
COUNTY OF SANTA CLARA

A handwritten signature in black ink, appearing to be 'Julie James', with a long horizontal flourish extending to the right.

Julie James
Management Analyst

enclosures

cc: Candace Capogrossi, Deputy Executive Director HACSC

Housing Authority of the County of Santa Clara
PROJECT-BASED VOUCHER PROGRAM 2007

ENVIRONMENTAL REVIEW STATUS

Activities under the Project-Based Voucher Program are subject to the National Environmental Policy Act (NEPA) and related applicable federal laws outlined in 24 CFR parts 50 and 58. The environmental review should be performed by the "responsible entity" or "RE" meaning the unit of general local government.

If your project has other Federal funding, you may already have initiated or completed the NEPA review. Please indicate the project's current environmental review status below and submit this form to: Julie James, Housing Authority, 505 West Julian Street, San Jose, CA 95110.

NAME OF PROJECT: SUNNYVALE SENIOR HOUSING APARTMENTS (new construction/not yet built)

ADDRESS: 660 SOUTH FAIR OAKS AVENUE, SUNNYVALE, CA 94086

- ☐ This project will have no federal financing (other than the Project-Based Voucher assistance applied for) and therefore a NEPA review has not been initiated yet. *(The Housing Authority will be in contact with you and the designated Responsible Entity to help initiate the NEPA review.)*
- ☐ This project has the following federal financing (other than Project-Based Voucher assistance applied for) and a NEPA review has been initiated and/or completed:

FEDERAL FINANCING:

1. _____
2. _____
3. _____

AGENCY CONDUCTING NEPA REVIEW:

AGENCY NAME: _____

CONTACT NAME: _____

CONTACT PHONE #: _____

CONTACT E-MAIL: _____

NEPA Review by this agency is: ☐ COMPLETE ☐ IN PROGRESS

Name of person completing this form: _____

Phone Number: _____ Date: _____

SIGNATURE: _____

**Housing Authority of the County of Santa Clara
PROJECT-BASED VOUCHER PROGRAM 2007**

RENT SURVEY DATA

In order to establish estimated initial contract rents for Project-Based Voucher projects, the Housing Authority must conduct a rent survey using comparable units in the area where the project is/will be located. Please complete this form and submit to: Julie James, Housing Authority, 505 West Julian Street, San Jose, CA 95110.

NAME OF PROJECT: SUNNYVALE SENIOR HOUSING APARTMENTS (new construction/not yet built)

ADDRESS: 660 SOUTH FAIR OAKS AVENUE, SUNNYVALE, CA 94086

		1BR	2BR	3BR
1.	Number of Bedrooms (check all that apply):			
2.	Number of Bathrooms:			
3.	What is the approximate square footage of the unit?			
4.	Utilities – TYPE	GAS		ELEC
	Heat			
	Cooking			
	Water Heater			
	Utilities – WHO PAYS FOR	OWNER		TENANT
	Water			
	Garbage			
	Electricity			
	Gas			
	Sewer			
		Yes	No	
5.	Is there central heating?			
6.	Is there an air conditioner? If yes, circle: Window/Wall Central			
7.	Does the unit have an owner-provided refrigerator?			
8.	Does the unit have an owner-provided washer?			
9.	Does the unit have an owner-provided dryer?			
10.	Does the unit come with hookups for washer/dryer only?			
11.	Does the unit have an owner-provided microwave?			
12.	Does the unit have a dishwasher?			
13.	Is there a garbage disposal?			
14.	Does the unit have ceiling fan/s?			
15.	Does the unit or complex have a swimming pool?			
16.	Is the unit in a gated community?			
17.	Does the unit have a carport? If yes, circle: 1 car 2 car			
18.	Does the unit have a garage? If yes, circle: 1 car 2 car			
19.	Will lawn/landscape service be provided as part of the rent?			
20.	Will pest control be provided as part of the rent?			

Name of person completing this form: _____

Phone Number: _____ Date: _____

SIGNATURE: _____

HOUSING AUTHORITY OF THE COUNTY OF SANTA CLARA
Subsidy Layering Review Checklist for Low-Income Housing Tax Credit Projects using
Section 8 Project Based Assistance (PBA)

__ Narrative Description of Project, including:

- __ Project Name and location
- __ Total number of units
- __ Type of unit, bedroom distribution
- __ Portion and type of units receiving assistance, and compliance with partial assistance requirements (*i.e., 25% PBV limit per building or exception for senior housing/housing with supportive services*)

__ Sources of Funds:

__ Each Source Listed Separately with Details

- __ Principle
- __ Interest Rate
- __ Amortization Term

__ Uses of Funds:

__ Detailed Breakdown of Project Costs, including hard and soft cost items

__ Commitment Letters From All Sources of Financing Disclosing Significant Terms

__ Tax Credit Allocation Commitment Letter from State Housing Finance Agency

- __ Amount of Credits Reserved, or
- __ IRS Form 8609

__ Historic Tax Credits (if applicable)

__ Amount of Credit

__ Equity Investment Commitment Letter, including:

- __ Amount of Investment
- __ Equity Contribution Schedule showing amount and timing

__ Bridge Loan Details (if applicable)

__ Appraisal Report establishing the “as is” value of the property before construction or rehabilitation, and without consideration of any financial implications of tax credits or project-based assistance.

__ Operating Proforma showing projected project income, expenses and cash flow

__ Standard Disclosure and Perjury Statement, Identity of Interest Statement

__ Form HUD-2880 (*attached*)

__ Copy of letter from Housing Authority awarding PBV to project

__ Initial Contract Rents (*provided by Housing Authority*)

ATTACHMENT C

AFFORDABLE HOUSING PROJECTS IN SUNNYVALE- MPHC

Attachment C

MPHC Affordable Housing Projects in Sunnyvale

Name		STREET	CITY	CA	ZIP	County	Total Units
1	MOULTON PLAZA	1601 Tenaka Place	Sunnyvale	CA	94087	Santa Clara	66
2	HOMESTEAD PARK	1601 Tenaka Place	Sunnyvale	CA	94087	Santa Clara	211
3	ASTER COURT	1050 Reed Avenue	Sunnyvale	CA	94086	Santa Clara	95
4	MORSE COURT	825 Morse Avenue	Sunnyvale	CA	94085	Santa Clara	35
5	CRESCENT TERRACE	130 Crescent Terrace	Sunnyvale	CA	94087	Santa Clara	48
6	CARROLL INN	174 Carroll Street	Sunnyvale	CA	94086	Santa Clara	121
						Total	576

ATTACHMENT D

AFFORDABLE SENIOR HOUSING PROJECTS-MPHC

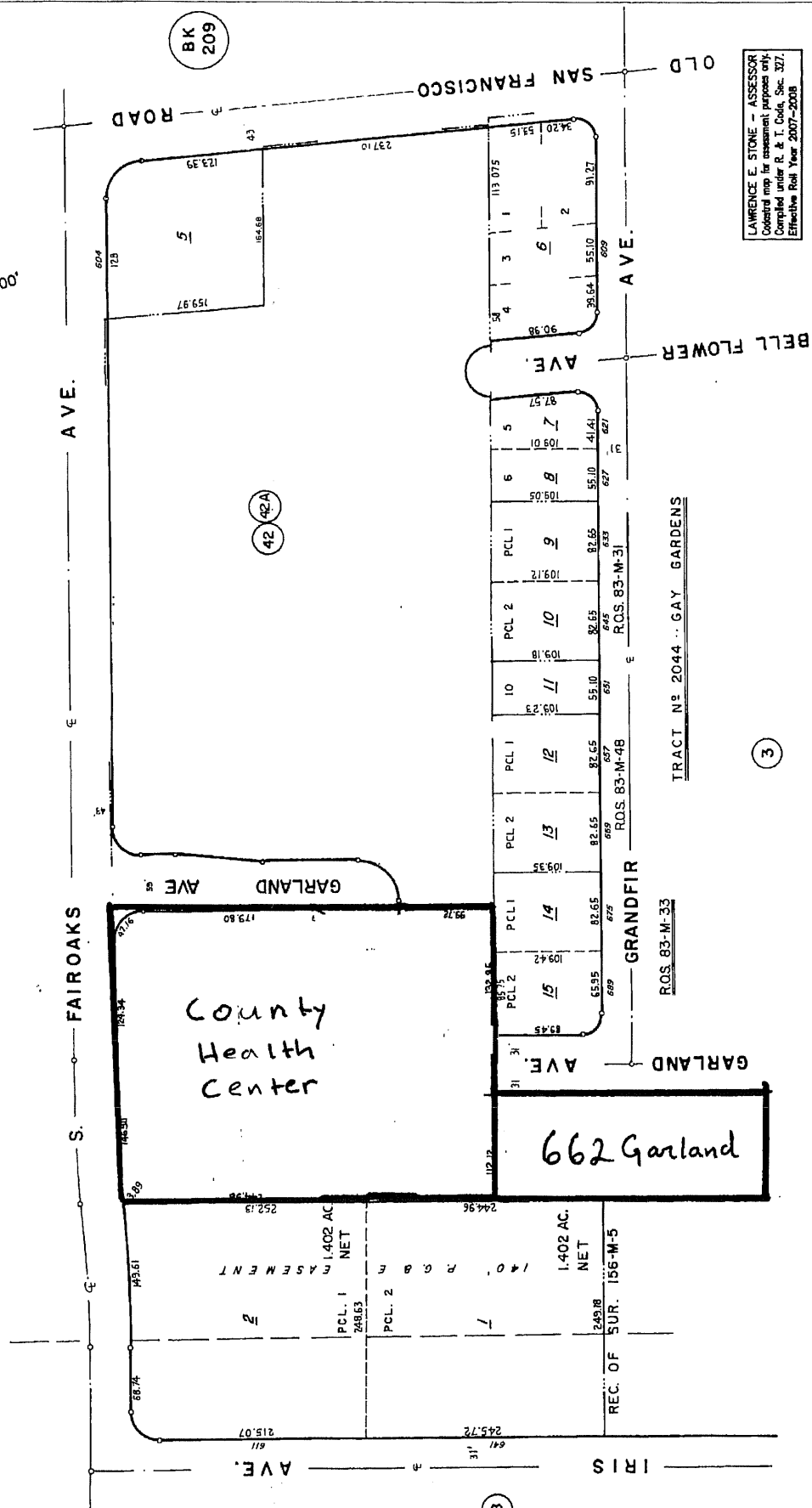
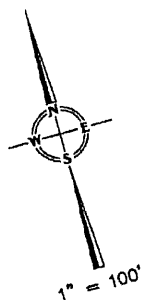
MPHC Affordable Senior Housing Projects

Name		STREET	CITY	CA	ZIP	County	Total Units
1	MONTE VISTA TERRACE	1101 Grant Road	Mountain View	CA	94040	Santa Clara	150
2	LOS GATOS FOUR-PLEX	221-227 Nicholson Avenue	Los Gatos	CA	95030	Santa Clara	4
3	SARATOGA COURT	18855 Cox Avenue	Saratoga	CA	95070	Santa Clara	20
4	CRESCENT TERRACE	130 Crescent Terrace	Sunnyvale	CA	94087	Santa Clara	48
5	WILLOW TERRACE	1345 Willow Road	Menlo Park	CA	94025	Santa Clara	32
6	THE FOUNTAINS	2005 Ramon Drive	Mountain View	CA	94043	Santa Clara	124
7	ROTARY HACIENDAS	2700 Hacienda Street	San Mateo	CA	94403	San Mateo	82
8	JARDINES PALOMA BLANCA	132 N. Jackson Ave.	San Jose	CA	95116	Santa Clara	43
9	GINZTON TERRACE	375 Oaktree Drive	Mountain View	CA	94040	Santa Clara	107
10	SHOREBREEZE	460 North Shoreline	Mountain View	CA	94043	Santa Clara	120
11	GIRASOL	1710 Alum Rock Ave.	San Jose	CA	95116	Santa Clara	60
12	CENTRAL PARK APARTMENTS	90 Sierra Vista	Mountain View	CA	94043	Santa Clara	149
13	AVELINA	221 Bryant Commons	Fremont	CA	94539	Alameda	41
14	RUNNYMEDE GARDENS	2301 Cooley Avenue	East Palo Alto	CA	94303	San Mateo	78
15	SAN PEDRO COMMONS	101 A Street	Colma	CA	94014	San Mateo	74
16	TICE OAKS	2150 Tice Valley Blvd.	Walnut Creek	CA	94595	Contra Costa	91
17	LAS GOLONDRINAS	77 Kentucky Place	San Jose	CA	95116	Santa Clara	50
18	ROTARY FLORITAS	99 27th Avenue	San Mateo	CA	94403	San Mateo	50
19	LESLEY GARDENS	Main St & Arnold Way	Half Moon Bay	CA	94019	San Mateo	64
20	NEW CENTRAL PARK-in Construction	90 Sierra Vista Way	Mountain View	CA	94043	Santa Clara	103
21	DEVRIES PLACE-in Construction	163 North Main Street	Milpitas	CA	95035	Santa Clara	103

ATTACHMENT E

AERIAL VIEW OF SITES (660 S. FAIR OAKS AND 662 GARLAND)





LAWRENCE E. STONE - ASSESSOR
Cadastral map for assessment purposes only.
Compiled under R. & T. Code, Sec. 327.
Effective Roll Year 2007-2008